

AIM Program Participation Collection via Data Upload



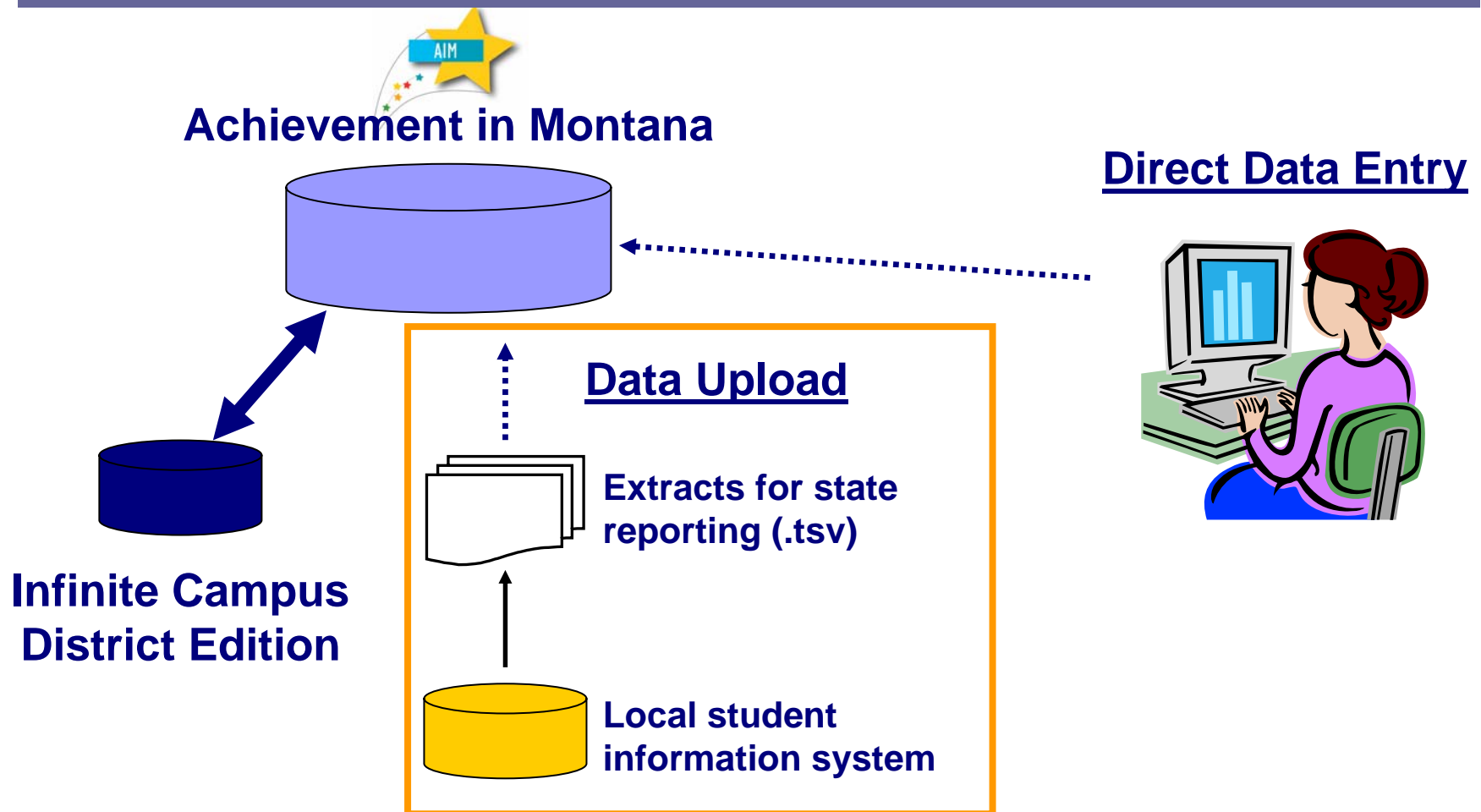
Agenda

1. Overview and purpose
2. AIM Navigation
3. Prerequisites
4. Create TSV file for Program Participation
5. Using Excel
6. Validate & Test then Upload
7. Verify data
8. Who to call for help

Overview of Process

- The Program Participation collection will provide data necessary to meet some Federal reporting requirements, and determine sub-groups for calculating AYP.
- The collection will take place 3/12/07 through 4/15/07.
 - Data must be collected by this date in order to process assessments for AYP determinations.
 - This information will also be used by iAnalyze to evaluate assessment information.

Overview of Process



Connecting to AIM

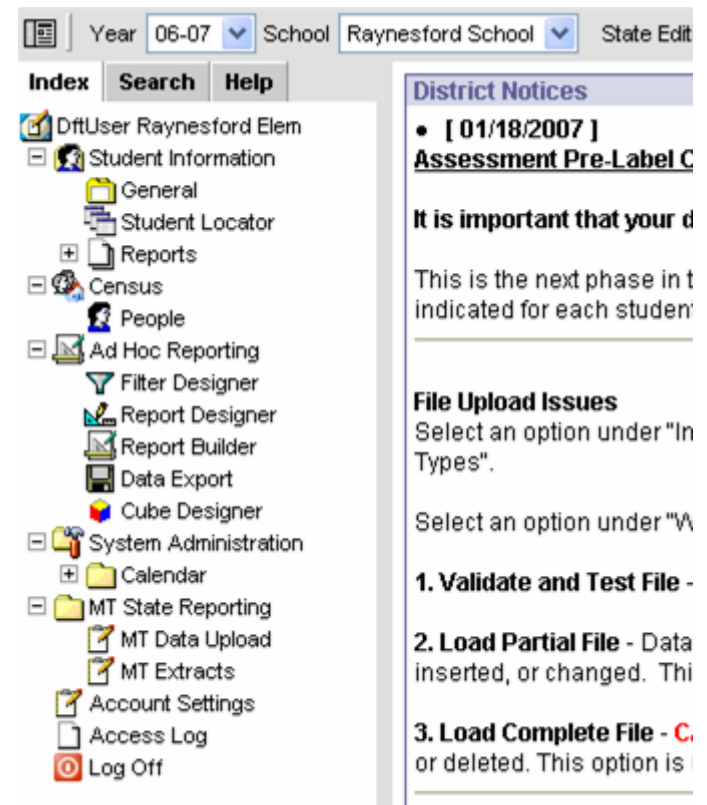
- Web Address (URL):
<https://aim.opi.mt.gov/mtstate/aim.jsp>
- User name and password,
sent by OPI on Sept 1, 2006 to
the Authorized Representative.
- If you are unable to locate your
password, please call the OPI
Helpdesk at 406-444-3448.



The screenshot shows the login page for the Infinite Campus State Edition, Version 2007.1. The page title is "Montana AIM". It features two input fields: "User Name:" and "Password:". Below the password field is an "OK" button.

AIM Navigation

- Index items are visible based on the permissions given to a user.
- Program Participation information is found in Student Information > General, the State Reporting Fields and Special Ed Fields on the Enrollments tab.







Prerequisites


- If you have not generated **state IDs** for your students or entered **enrollment** information, you will need to do this before proceeding.
- Instructions can be found on the **AIM website** at www.opi.mt.gov/itprojects/aim.html under the **Training and Instructions** tab,
State ID Assignment and Student Demographics,
File Upload Tutorial - Student Demographics.pdf
AND
Assessment Pre-Label Collection,
File Upload Tutorial - Enrollment.pdf

Prerequisites

- You will need to know the **Calendar Number** you assigned to each school/calendar in your district.

Raynesford School(625)

 **Calendar**  **Grade Levels**  **Schedule Structure**  **Days**

 **Save**

Calendar Info

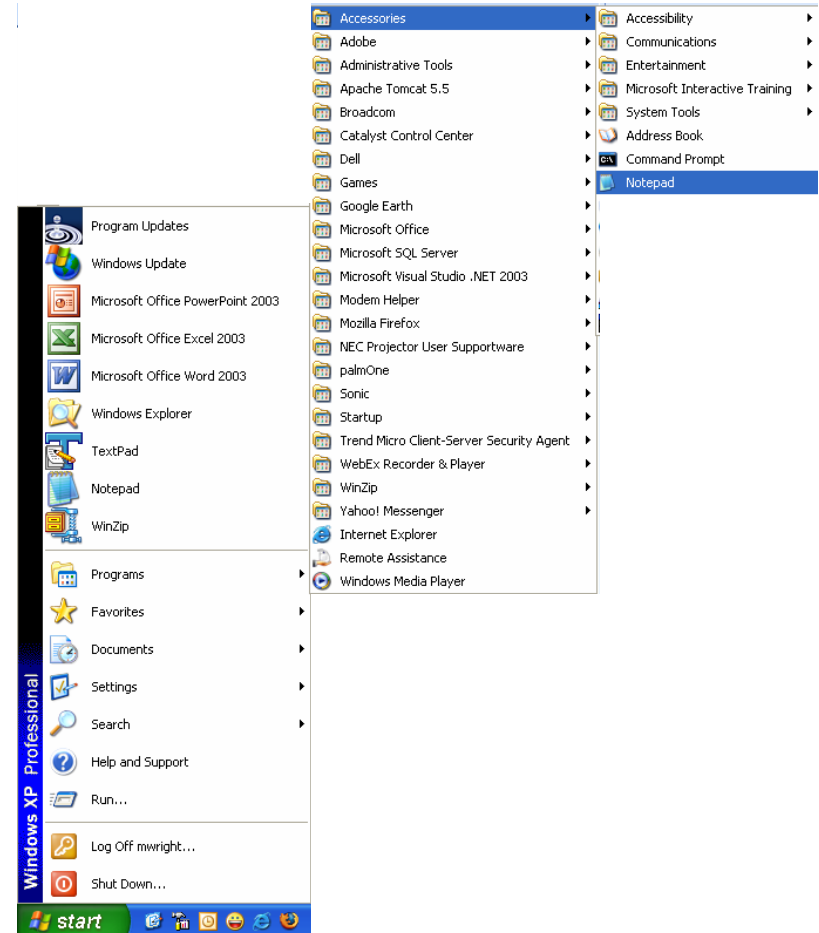
Calendar ID 336	School 625 Raynesford School (schoolID:336)
*Name Raynesford School(625)	Number 1
*Start Date 08/15/2006	*End Date 06/15/2007
Student Day (minutes) <input type="text"/>	Teacher Day (minutes) <input type="text"/>
Whole Day Absence (minutes) <input type="text"/>	Half Day Absence (minutes) <input type="text"/>
Type I: Instructional	<input type="checkbox"/> Summer School <input type="checkbox"/> Exclude <input type="checkbox"/> School Choice
Testing Count Date <input type="text"/>	

TSV Upload Overview

- To enter Program Participation for your District, you will upload a TSV file
- “TSV” stands for “Tab Separated Values”
- A TSV is a text file with pieces of information separated by tabs

Every TSV File

- Has a file name in a particular format
- Has a Header row “HD”
- A row of information for each Student who participates in a program
- Can be created in a simple text editor program such as Notepad, Textpad or TextEdit



Program Participation TSV file - Example

```

1 HD> 02/28/2007> 11:00:00> MT1.3↓
2 PP> 471>625>1> Woodhouse> Emma> 952656304> E0029> F> N> N> Y> TAS>Y> N> Y> N> Y> N> Y> N
3 PP> 471>625>1> Knightley> George> 811514351> E0030> R> N> N> N> > N> N> N> N> N> N> N> N
4 PP> 471>625>1> Churchill> Frank> 217549700> E0031> N> Y> Y> N> > N> N> N> N> N> N> N> N
5 PP> 471>625>1> Fairfax>Jane> 409439720> E0032> N> N> N> N> > N> N> N> N> N> N> N> N
  
```

- *The line numbers in this example are for illustration and are not in the file.
The faint gray arrows indicate tab characters.*
- *Notice that the columns may or may not line up.
The important thing is the correct pieces of information separated by the correct number of tabs.*
- *If a piece of information is blank, make sure to include the tab as a placeholder.*

TSV File Name and Header Record

- See document “AIM File Specifications v1.3” for complete specification.

- File name

Format: *[legal entity #]_date.tsv*

Example: *471_04012007.tsv*

- The Header Record is the first line of the file

Format:

- Type of record – always “HD”
- Date (MM/DD/YYYY)
- Time (HH:MM:SS) Military Time
- Version – “MT1.3”

Example: *HD > 04/01/2007 > 11:00:00 > MT1.3*

Program Participation Record Requirements

- Create one “PP” row for every student currently enrolled in the district who participates in any of these programs.
- There are 37 fields in each row.
- The first 8 fields identify the student.

Record Type (required)	District Number (required)	School Number (required)	Calendar Number (required)	Last Name	First Name	Student's State ID (required)	Student's Local ID
Always “PP”	Legal Entity Number. Omit any leading zeros (String, up to 4 characters)	Omit leading zeros (String, up to 4 characters)	Unique number for the calendar, usually “1” (assignable by each district)	Up to 40 characters (String)	Up to 35 characters (String)	9 digits (String)	Up to 15 characters (String)

Program Participation Record Requirements

Free/ Reduced Lunch	SPED Status	Section 504	Title I Participation	Title I Program Type	Title I Reading	Title I Math	Title I Science
F Free R Reduced N Not Eligible (Default = N)	Y Yes N No (Default = N)	Y Yes N No (Default = N)	Y Yes N No (Default = N)	(see codes following)	Y Yes N No (Default = N)	Y Yes N No (Default = N)	Y Yes N No (Default = N)

Title I Social Sciences	Title I Vocational/ Career	Title I Instructional Other	Title I Health	Title I Guidance/ Advocacy	Title I Support Other	Foreign Exchange	Gifted/ Talented
Y Yes N No (Default = N)	Y Yes N No (Default = N)	Y Yes N No (Default = N)	Y Yes N No (Default = N)	Y Yes N No (Default = N)	Y Yes N No (Default = N)	Y Yes N No (Default = N)	Y Yes N No (Default = N)

Program Participation Record Requirements

21st Century	Homeless	McKinney Vento (required if Homeless = Y)	Homeless Nighttime Residence (required if Homeless = Y)	Unaccompanied Youth (required if Homeless = Y)	Filler	Language of Impact (required if LEP Status = 01, or 02)
Y Yes N No (Default = N)	Y Yes N No (Default = N)	Y Yes N No (Default = N)	(see codes following)	Y Yes N No (Default = N)	No data is required.	(see codes following)

LEP Status	Date Entered LEP (required if LEP Status = 01, 02)	Title III	Immigrant	Immigrant Date Entered US School (required if Immigrant = Y)	Year (required)
01 Current LEP 02 Former LEP	MM/DD/YYYY format	Y Yes N No (Default = N)	Y Yes N No (Default = N)	MM/DD/YYYY format	End year of the school year (2007) 4 digits

Program Participation TSV file - Example

```

1 HD> 02/28/2007> 11:00:00> MT1.3↓
2 PP> 471>625>1> Woodhouse> Emma> 952656304> E0029> F> N> N> Y> TAS>Y> N> Y> N> Y>
  N> Y> N> Y> N> N> N> N> N> > N> > > Y> N> > 2007↓
3 PP> 471>625>1> Knightley> George> 811514351> E0030> R> N> N> N> > N> N> N> N>
  N> N> N> N> Y> N> Y> N> N> > N> > 09> 01> 01/01/2005> N> N> > 2007↓
4 PP> 471>625>1> Churchill> Frank> 217549700> E0031> N> Y> Y> N> > N> N> N> N>
  N> N> N> N> N> Y> N> Y> N> 02> Y> > > > N> Y> 01/01/2006> 2007↓
5 PP> 471>625>1> Fairfax>Jane> 409439720> E0032> N> N> N> N> > N> N> N> N>
  N> N> N> N> N> N> N> N> > N> > > > > N> N> > 2007

```

- *This example shows the lines wrapping to show the entire record.*
- *Remember, there are no line numbers in the file.*

Codes for Programs

Title I Program Type

TAS	Public Targeted Assistance Program
SWP	Public School-wide Program
PRIVTITLEI	Private School Students
NEG	Local Neglected Program
[NULL]	N/A

LEP Status

01	Current LEP
02	Former LEP
<i>Zero padding required</i>	

Homeless Nighttime Residence

01	Shelter
02	Doubled-up (Living with another family)
03	Unsheltered (Cars, parks, campgrounds)
04	Hotels or Motels
05	Other
06	Unknown
<i>Zero padding required</i>	

Codes for Language of Impact

01	Arabic
02	Arapaho
03	Assiniboine
04	Blackfeet
05	Cheyenne
06	Chinese
07	Chippewa
08	Cree
09	Croatian
10	Crow

11	Czech
12	Farsi
13	Finnish
14	French
15	German
16	Gros Ventre
17	Hindi, Hindustani
18	Hmong
19	Japanese
20	Kootenai

21	Korean
22	Navajo
23	Nepalese
24	Norwegian
25	Oneida
26	Polish
27	Portuguese
28	Romanian
29	Russian
30	Salish

31	Shoshone
32	Sioux/Dakota
33	Spanish
34	Tagalog
35	Thai
36	Turkish
37	Urdu
38	Vietnamese
39	Other - Non American Indian
40	Other - American Indian

Zero padding required

Program Participation TSV file - Example

- Emma Woodhouse from District 0471, school 0625 is eligible for the reduced lunch program, participates in a Title I Targeted Assistance Program, receives Title I reading and math services, participates in the 21st Century program, has been designated as LEP on 10/05/05 and whose primary language is Spanish.

1	HD>	02/28/2007>	11:00:00>	MT1.3↓												
2	PP>	471>625>1>	Woodhouse>	Emma>	952656304>	E0029>	R>	N>	N>							
	Y>	TAS>Y>	Y>	N>	N>	N>	N>	N>	N>	N>	N>	Y>	N>	N>		
	N>	>	33>	01>	10/05/2005>	N>	N>	>	2007↓							
3	PP>	471>625>1>	Knightley>	George>	811514351>	E0030>	R>	N>	N>							
	N>	>	N>	N>	N>	N>	N>	N>	N>	Y>	N>	Y>	N>	N>		
	N>	>	09>	01>	01/01/2005>	N>	N>	>	2007↓							
4	PP>	471>625>1>	Churchill>	Frank>	217549700>	E0031>	N>	Y>	Y>							
	N>	>	N>	N>	N>	N>	N>	N>	N>	N>	Y>	N>	Y>	N>		
	02>	Y>	>	>	>	N>	Y>	01/01/2006>	2007↓							
5	PP>	471>625>1>	Fairfax>	Jane>	409439720>	E0032>	N>	N>	N>	N>						
	MT>	MT>	MT>	MT>	MT>	MT>	MT>	MT>	MT>	MT>	MT>	MT>	MT>	MT>	MT>	MT>

Tips for using Excel to create a TSV file

Steps:

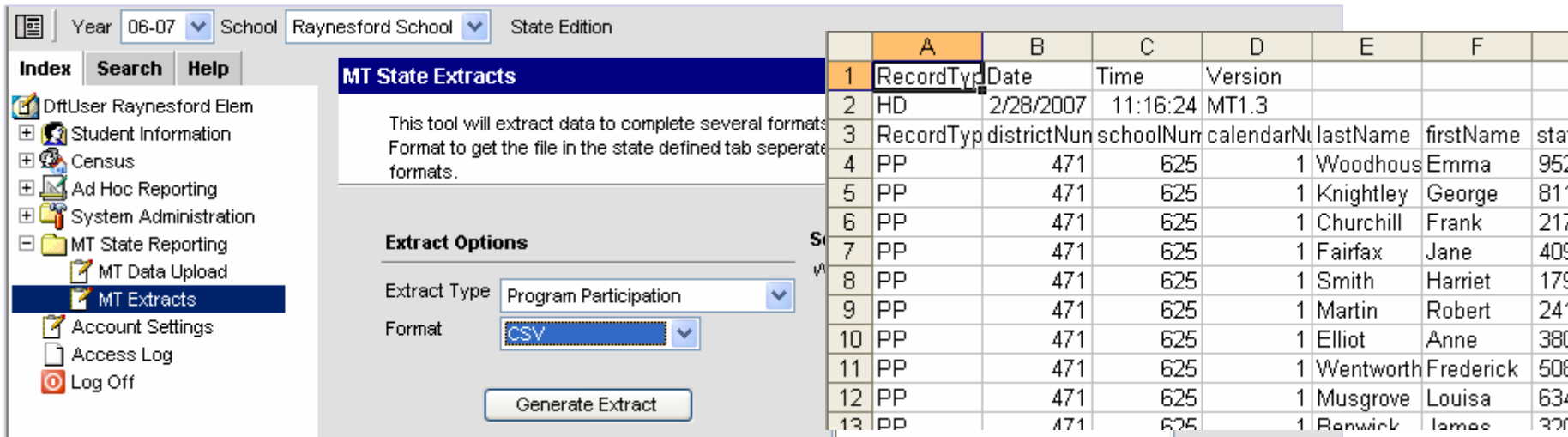
1. Start with an extract
2. Use the template provided
3. Format columns for Date and Text
4. Save As Text (Tab delimited)
5. Format the Header row in a text program

X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
Field 24	Field 25	Field 26	Field 27	Field 28	Field 29	Field 30	Field 31	Field 32	Field 33	Field 34	Field 35	Field 36	Field 37
Field 24	21st Century	Homeless	McKinney Vento	Homeless Night Time Residence	Un - accompanied Youth	Filler	Language of Impact	LEP Status	LEP Entry Date	Title III	Immigrant	Date Immigrant Entered US School	Year
N	Y	N	N		N		33	01	10/05/2005	N	N		2007
N	N	N	N		N					N	N		2007

Tips for using Excel to create a TSV file

Start with an Extract

- From the Index, navigate to MT State Reporting > MT Extracts
 Extract Type Program Participation
 Format CSV
- This will open in Excel with default information (mostly Ns) for each student enrolled in the district. (Leading zeros and date formats will be lost.)



Year: 06-07 School: Raynesford School State Edition

MT State Extracts

This tool will extract data to complete several formats. Format to get the file in the state defined tab separate formats.

Extract Options

Extract Type: Program Participation
 Format: CSV
 Generate Extract

	A	B	C	D	E	F
1	RecordType	Date	Time	Version		
2	HD	2/28/2007	11:16:24	MT1.3		
3	RecordType	districtNum	schoolNum	calendarNum	lastName	firstName
4	PP	471	625	1	Woodhouse	Emma
5	PP	471	625	1	Knightley	George
6	PP	471	625	1	Churchill	Frank
7	PP	471	625	1	Fairfax	Jane
8	PP	471	625	1	Smith	Harriet
9	PP	471	625	1	Martin	Robert
10	PP	471	625	1	Elliot	Anne
11	PP	471	625	1	Wentworth	Frederick
12	PP	471	625	1	Musgrove	Louisa
13	PP	471	625	1	Benwick	James

Tips for using Excel to create a TSV file

OPI has provided an Excel template on the AIM website

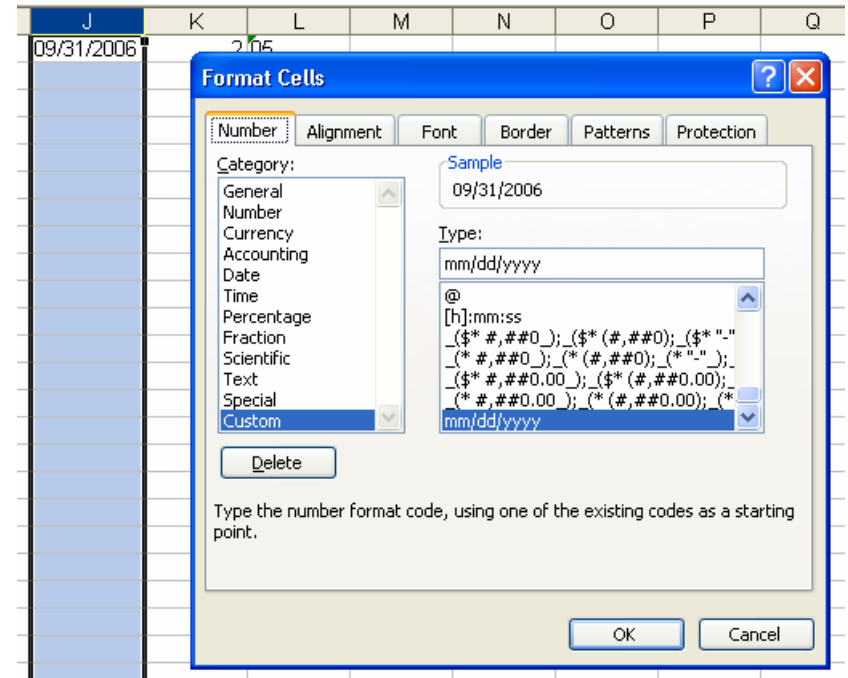
- Required fields have red headings
- Columns that are NOT Y/N are colored light aqua
- “Y” values will highlight in blue text
- Columns that go together have green headings
- Columns with dates or leading zeros are formatted

X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
Field 24	Field 25	Field 26	Field 27	Field 28	Field 29	Field 30	Field 31	Field 32	Field 33	Field 34	Field 35	Field 36	Field 37
Field 24	21st Century	Homeless	McKinney Vento	Homeless Night Time Residence	Un - accompanied Youth	Filler	Language of Impact	LEP Status	LEP Entry Date	Title III	Immigrant	Date Immigrant Entered US School	Year
N	Y	N	N		N		33	01	10/05/2005	N	N		2007
N	N	N	N		N					N	N		2007

Tips for using Excel to create a TSV file

Use a **custom format** for Dates:

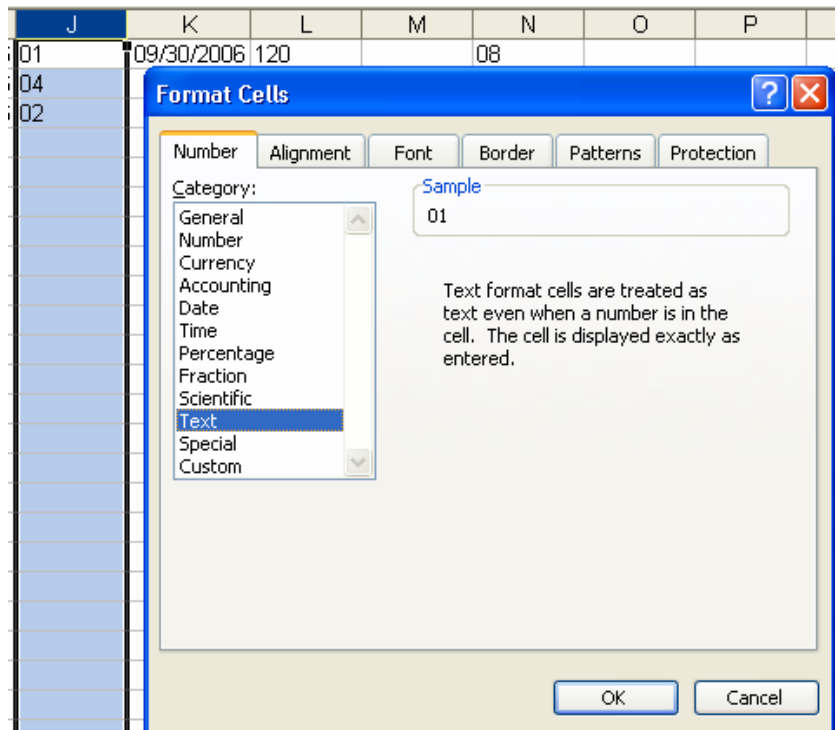
- Select column with Date values
- From the **Format** menu, select **Cells**
- On the **Number** tab, select **Custom**, and enter the **Type** mm/dd/yyyy



Tips for using Excel to create a TSV file

Format columns as **Text** to allow leading zeros:

- Select column that will need leading zeros
- From the **Format** menu, select **Cells**
- On the **Number** tab, select **Text**. Click **OK**.

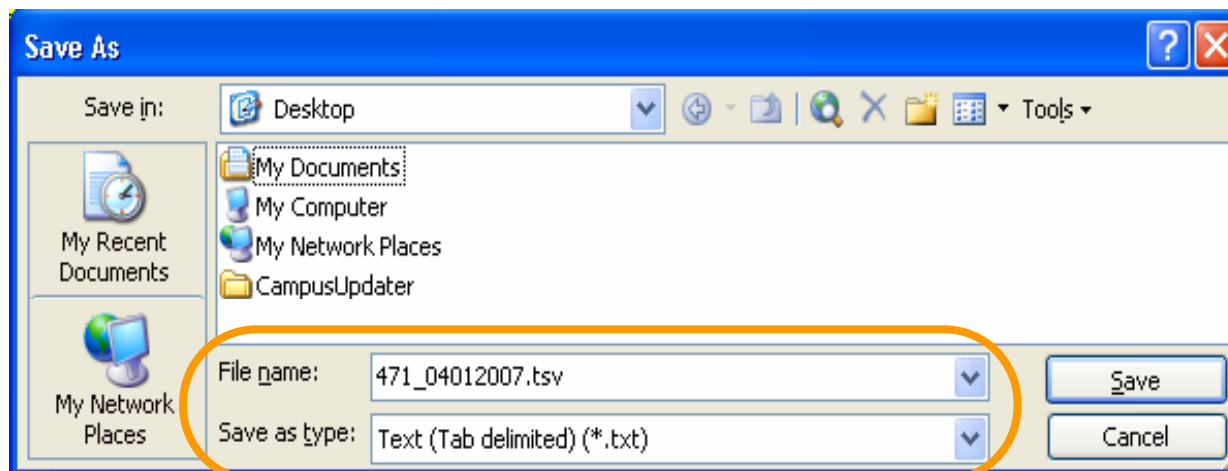


Tips for using Excel to create a TSV file

Saving in the correct format:

- From the **File** menu, select **Save As**
- **Save as type** is Text (Tab delimited)
- Enter correct **File name**

Format: [legal entity #]_date.tsv Example: 471_04012007.tsv



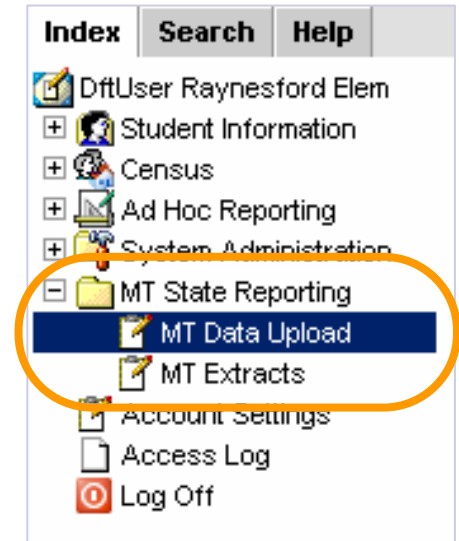
Tips for using Excel to create a TSV file

- If you use column headings during data entry, be sure to delete them before your Save As
- Format the **Header row** in a text program
 - If you include the HD header row in Excel, there will be extra tab characters at the end of the row. Open the TSV file in a text editor program (such as Notepad) and remove the extra tabs.
 - OR leave the HD row out of Excel and add the entire row in the text program.

MT State Reporting > Data Upload

Steps:

1. Navigate to MT State Reporting > MT Data Upload
2. Validate and Test
3. Correct any errors in data file
4. Load Partial File
5. Verify Data



Test File Data

Import type

Program Participation

Work to Perform

Validate and Test file

File

browse for your TSV file

Import Options

Import Type

Program Participation

Work to Perform

Validate and Test File

File

C:\471_04012007.tsv

Browse...

Upload

Error Results

- Error results screen will list line numbers and describe the error for each line.
- Correct errors in a text editor program or in Excel.
(If you correct errors in Excel, you will again do a Save As and again fix the Header row.)
- When there are no errors, move on to uploading your data.

Results:

File Name: 471_02282007.tsv
 Processing Started Time: Wed Feb 28 10:51:03 CST 2007.
 Processing Finished Time: Wed Feb 28 10:51:04 CST 2007.
 Total Time To Process File: 0.266 seconds.

0 Records Inserted.
 0 Records Changed.
 0 Records Deleted.
 0 Records No Changes.

Error Count:4

Warning Count:0

Error Detail:

Line Number Error Message

3	Bad data length in field 'Language of Impact', column 31. Field can be
3	Bad data in field 'Language of Impact', column 31. The specified value i
4	Bad data in field 'Gifted/Talented', column 24. The specified value is no
5	Bad data in field 'T1 Support Other', column 22. The specified value is i

Warning Detail:

Line Number Warning Message Content

Uploading Cleaned Data

- Change **Work to Perform** to **Load Partial File**

Import Options

Import Type

Work to Perform

File

Load Partial vs. Load Complete

- In most cases, use “Load Partial File”
- Use “Load Complete File” **only** if you want to start from scratch and erase previously entered data

State Data Import

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload contains more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options:

1. **Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
2. **Load Partial File** - Data from the file will **add to or update the current student record** in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.
3. **Load Complete File** - **CAUTION** Data imported from this file **will replace all existing data** of this type. A summary report will be generated indicating the number of records that were changed or deleted. This option is useful for deleting any data that was previously entered and replacing it with the contents of the uploaded file.

Import Results Summary

- Import Results Summary screen will show records inserted, changed deleted and no change.
- You can expect to see two records changed for every line in your TSV file because two tables are being updated

Results:

File Name: 471_02282007.tsv
Processing Started Time: Wed Feb 28 14:31:32 CST 2007.
Processing Finished Time: Wed Feb 28 14:31:34 CST 2007.
Total Time To Process File: 1.032 seconds.

0 Records Inserted.
8 Records Changed.
0 Records Deleted.
0 Records No Changes.

Error Count:0

Warning Count:0

Error Detail:

Line Number	Error Message	Content
No Errors		

Warning Detail:

Line Number	Warning Message	Content
No Warnings		

Verify Data

■ Search for a Student to view their Program Participation information

- Click on the Search tab.
- Search for a: Student
 - Type part of student's last name in the search box. To limit the search further, type comma and first name. To search for all students, leave the box blank or enter a % sign.
 - Go
 - If more than one student matches, click their name to go to their information


Index	Search	Help
Search for a:		
<input type="text" value="Student"/>		<input type="button" value="v"/>
<input type="text" value="Wood"/>		<input type="button" value="Go"/>
Advanced Search >>		
Search Results: 1		
08 Woodhouse, Emma A #952656304		

Advanced Search

- Using Advanced Search, you can search for students by Grade.

Campus Search

Search for a record being tracked in Campus by using search fields or by selecting a Saved Filter. If you have created a Saved Filter and do not see it in the list, it is likely the Saved Filter was created for a context other than the current (Example: A student filter cannot be applied to a Census Person Search)
You may search school-wide.

Student Search		Saved Filters	
Last Name	<input type="text"/>	<div>+  School Users</div>	<div>Search Edit Delete</div>
First Name	<input type="text"/>		
Student Number	<input type="text"/>		
SSN	<input type="text"/>		
Grade	<div>▼</div>		
Birth Date	<input type="text"/>		
Gender	<div>PK KG P1 01 02 03</div>		
StateID	<input type="text"/>		

Student Information – Enrollment Tab

- Click on the student's Enrollment tab
- To view the detailed data, click on the enrollment in the Enrollment Editor

Woodhouse, Emma A

Grade: **08** #952656304 DOB: 02/25/1993 Gender: F



Summary

Enrollments

Programs

Assessment




Print Enrollment History



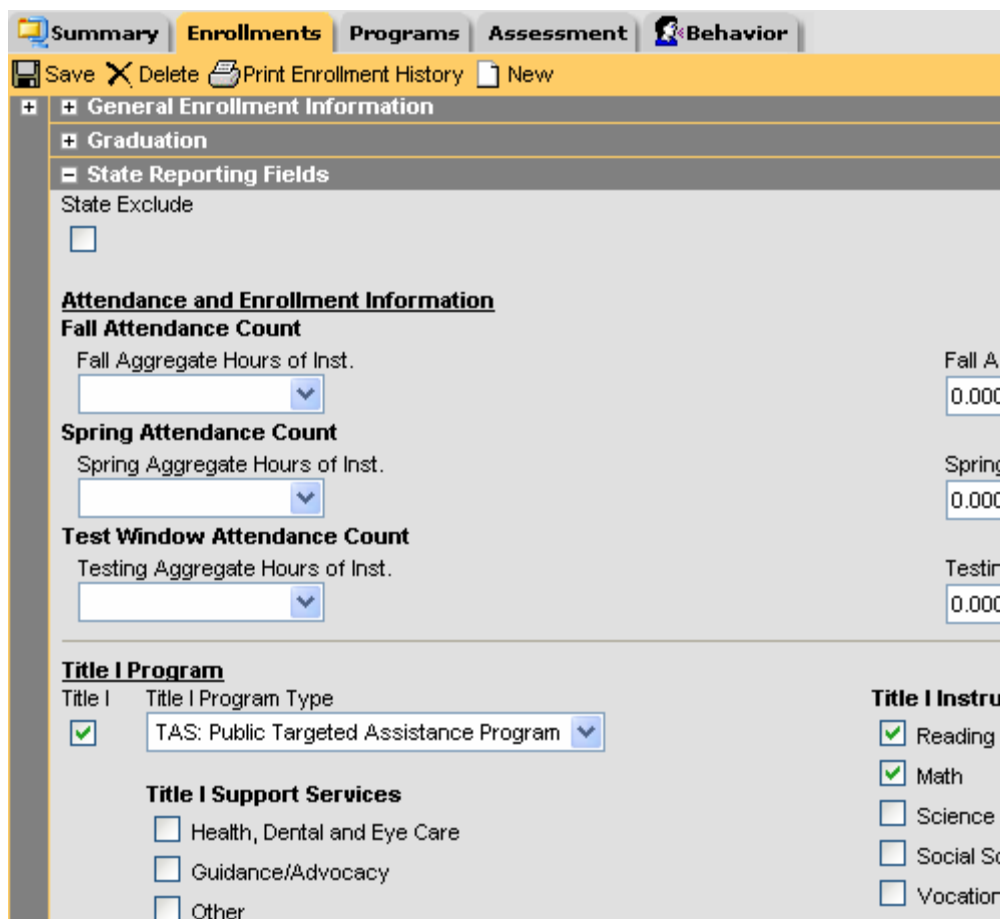
New

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
	08	P	Raynesford Elem Raynesford School(625)	08/22/2006	
Start Status: 02 Continued enrollment same school, no interruption					
End Status:					

State Reporting Fields and Special Ed Fields

- Expand the sections for State Reporting Fields and Special Ed Fields
- View the information to verify that it matches the upload



Summary **Enrollments** Programs Assessment Behavior

Save X Delete Print Enrollment History New

General Enrollment Information

Graduation

State Reporting Fields

State Exclude
☐

Attendance and Enrollment Information

Fall Attendance Count
Fall Aggregate Hours of Inst. 0.000

Spring Attendance Count
Spring Aggregate Hours of Inst. 0.000

Test Window Attendance Count
Testing Aggregate Hours of Inst. 0.000

Title I Program

Title I ☒ Title I Program Type Title I Instru

Title I Support Services

☐ Health, Dental and Eye Care
☐ Guidance/Advocacy
☐ Other

☒ Reading
☒ Math
☐ Science
☐ Social Sc
☐ Vocation

Correcting Errors

If the data you attempt to verify is not correct

1. Double check your TSV or Excel file, especially the student's State ID
 - If you have incorrect data in your file, fix it, then go back to Validate & Test and Load Partial File
2. If the data is correct in your file, but does not show correctly in the AIM system
 - Make sure you completed the Load Partial File step (rather than just "Validate & Test")
 - Call for technical help

Who to Call for Help

- Login and Password Information
 - OPI Help Desk – 406-444-3448
- Questions on data elements
 - Nicole Weissman, Student Records Manager
406-444-3495
 - Sara Loewen, Data Resource Administrator
406-444-3494
- Technical questions
 - Infinite Campus Help Desk 1-888-461-2004
- Other questions
 - Dave Nagel, Project Manager – 406-444-1641

ePass Secure File Transfer

- Use the Secure File Transfer Service through ePass Montana when sending files with student data to the AIM support staff at OPI.

- Directions for setting up an ePass account and accessing the Secure File Transfer Service are available at

<http://www.opi.mt.gov/pdf/itprojects/AIM/Documents/Technical%20Documentation/ePass%20File%20Transfer%20Instructions.pdf>

The screenshot shows the ePass Montana website interface. At the top is the 'mt.gov' logo and a navigation bar with links: About Montana, Tourism & Recreation, Working & Living, Online Services, Business, Government, and Education. Below this is a 'Welcome to ePass Montana' section with links for Instructions, How Do I, and Feedback. A central message states: 'ePass Montana is a convenient and secure way to use your state government services. State agencies may request your username, but will never request your password. Never share your password with anyone.' Below this message are two main sections: 'Existing Customer' and 'New Customer'. The 'Existing Customer' section has fields for Username and Password, a 'Forgot your password?' link, a 'Montana State Employees' link, and a 'Login' button. The 'New Customer' section has a message: 'Create an ePass Montana account by selecting the button below:' and a 'Create an Account' button. At the bottom is a green footer bar with links for Privacy & Security, Accessibility, Contact Us, and Search, along with the 'mt.gov' logo.